

Subject: Re: Fwd: Prorated Invoice Request
From: Ellen Endo
Date: 9/22/17, 8:38 AM
To: Rita Moreno <rita.moreno@lacity.org>, <board@visitlittletokyo.com>

Hi Rita,

I will send you the form this afternoon.
Looking forward to working with you.

Ellen Endo
Co-Chair, Little Tokyo BID

[Sent from Yahoo Mail for iPhone](#)

On Friday, September 22, 2017, 8:36 AM, Rita Moreno <rita.moreno@lacity.org> wrote:

Dear Ms Endo:

Mr. Kwan at Hiram Kwan Professional Law (invoice 14 LT180000338) has contacted our office and advised that he has notified you that he is moving out of the BID at the end of September. He is requesting that his assessment amount be prorated and a new invoice sent. (See attachment)

Please confirm that the BID has determined that Mr. Kwan be assessed at a reduced amount. If so, please complete and submit the attached assessment change form.

Thank you.

Rita

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Rita Moreno
City of Los Angeles
Office of the City Clerk
Neighborhood and Business Improvement District Division
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Office [\(213\) 978-1122](tel:2139781122)
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